

Rheault Farm General Guidelines:

No vehicles are allowed in the park without permission.

Applicant is responsible for leaving the facility in the same condition it was found. Applicant is required to place trash in the containers provided. The facility attendant will be provided with a checklist to determine the cleanliness of the facility at the completion of the rental. Failure to comply will result in loss of deposit. If damages exceed the amount of the deposit, the Applicant will be billed accordingly. Applicant is responsible for any damage that may occur during the event.

Applicant is responsible to see that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if group members are under eighteen years of age.

No admission fees may be charged or concessions sold on any Fargo Park District property unless stated in the facility use agreement. Such action will result in immediate cancellation of the activities.

Facility will be opened fifteen (15) minutes prior to the hour designated on the Facility Usage Agreement Form. Rental fee will include this time. Facility attendants will wait ½ hour but no longer for late arrivals.

Rental of a park shelter does not include exclusive use of park facilities. On occasion there may be more than one group utilizing the facility. Please keep noise to a minimum. **Applicants cannot close public areas or extend their activities into public spaces.**

Glass containers of any kind are not permitted in any city park.

No tents or other structures shall be erected in any park without prior approval of the Fargo Park District.

The following is not allowed: Open fires, charging for entry to parks, charging or selling anything in parks without a vendor permit, animals in parks without leashes, motorized vehicles except in designated areas, digging or driving pegs in the ground, firearms, or fireworks, practicing golf and overnight camping.

Decorating

Applicants are responsible for all decorations set up in rental area. Do not fasten decorations with nails or other sharp objects that will damage walls, trees, or structures. Decorating time will be included in reservation time and rental fee. Applicant is responsible to remove all decorations and to dispose of them properly after the event is complete. If decorations are not properly disposed of, the Applicant agrees to pay the reasonable cost of clean up as determined by the Park District.

Catering:

The Fargo Park District will not provide meals, coffee or other beverages.

Public events must provide Pepsi products when serving on premise. Private catered events where the caterer is providing beverages are also required to provide Pepsi products.

If the kitchen is needed, it must be reserved ahead of time. The area must be cleaned thoroughly by Applicant and returned in as good or better condition than when set up began.

To sell food you must have a food license. Food Licenses can be applied for at Cass Public Health. For information about food licenses call 241-1360.

Beer Permit

A beer permit can be requested for an event at Rheault Farm. The fee for a consumption permit is \$25. For large site rentals a deposit amount up to \$1,000 is requested. Alcohol will be limited to the area reserved.

Any violation to beer policy will cause forfeiture of security deposit.

Deposit Checks

A Facility Rental Damage Deposit may be required at the discretion of the site manager. It is required for all events requesting a beer permit inside the bunkhouse.

All deposits are due at time reservation is made.

Payment is due at the time the reservation is made. Make all checks payable to the Fargo Park District. Please submit a separate check or cash in the amount of the damage deposit. Visa and MasterCard are also accepted.

All checks are cashed but the deposit amount is refunded when the site is returned in good condition.

Deposits, less amount retained for damages, if any, will be mailed out/returned within three weeks of rental.

Agreements

The Facility Use Agreement is required to be completed and submitted along with the appropriate fee when making the reservation. Upon receiving the two (2) Facility Use

Agreements, promptly sign them, and retain one copy and return the remaining copy to: Fargo Park District, ATTN: Marcy, 701 Main Avenue, Fargo ND 58103.

Bring your copy with you to have on hand at site during reservation.

The Fargo Park District has a **NO REFUND POLICY**.

The Park District may cancel or curtail Applicant's use of Park District facilities due to inclement weather under the sole discretion of the Park District.

EQUIPMENT

The Fargo Park District will provide no equipment other than tables and chairs unless otherwise specified on the Facility Use Agreement Form. The tables and chairs for inside spaces can be reserved. There are currently 10 eight foot long tables and 70 metal folding chairs. Park District Staff will set up tables and chairs. Applicants are responsible for arranging tables and clean up.

An additional charge is listed for picnic tables and garbage containers that would need to be brought in from another site. Currently there are 20 picnic tables on site. Additional tables are \$10 each. Additional garbage containers are \$5 each. There is a charge for staff time above a reasonable limit.

There is no provision for Applicants to store items in the Fargo Park District facilities.

No smoking is permitted in Fargo Park District buildings.

EVENT SIGNS

The Fargo Park District has an agreement with Pepsiamericas, which prohibits banners and/or advertisements being hung on park property with a Pepsiamericas competitor's name.

GAMES

If renter plans to set up sports equipment in the park, the Fargo Park District needs to approve any location when the renter makes the reservations. **DO NOT** tie lines to trees or drive stakes in the ground when setting up games as you may injure trees or hit buried electrical or irrigation lines.

Inflatable structures dunk tanks, pony rides, sleigh rides, bicycles, etc; require approval and a Certificate of Insurance. The Fargo Park District does have a list of approved vendors. The Fargo Park District does allow for an additional vendor if they have met the permit requirements. Minimum acceptable insurance policy is \$1,000,000.00 general liability coverage naming the Fargo Park District as additional insured. The applicant

may be required to pay additional fees for electricity and water services used by the vendor. Applicant must notify the Fargo Park District of their intent to bring these games and vendors on site.

The Fargo Park District will not provide these games, activities, inflatables for a private reservation.

IF YOU NEED VEHICLE ACCESS

Please request load/unload access when you make your reservation. Your picnic guests, like all park users, must park in public parking spaces. With a permit, we can provide you load/unload privileges, which authorize you to deliver equipment and people who need help getting to the site. You will need proof of liability insurance and the license plate number of the vehicle you will use for access. After unloading, please move the vehicle from the picnic area and park it in a public parking space.

Feeding A Crowd: Large Picnics

If you anticipate a crowd of 250 or more, we may require that you provide dumpsters, portable toilets, and/or an additional attendant, at your expense.

Sales of Merchandise, Commercial Advertising

Please get a permit in advance if you want to sell any product or service. It's illegal to sell food, beverages, goods or merchandise, use amplified sound, or charge fees for admission without a permit. The Fargo Park District will request additional fees for events that sell food, beverages, goods or merchandise on Park District property.

Clean and Tidy Picnic Areas

We work hard to make your picnic site clean and welcoming for you. If you find litter or vandalism at your site, please call the On-Call Park Staff at (701) 476-4088. We appreciate your help keeping costs down by leaving the site as you found it.

Know the emergency contact number (701) 476-4088

If staff is 15 minutes or more late in arriving, please call the Parks and Recreation answering service. Our On-Call Park Staff will help you get into the facility.

Signature: _____

Date: _____